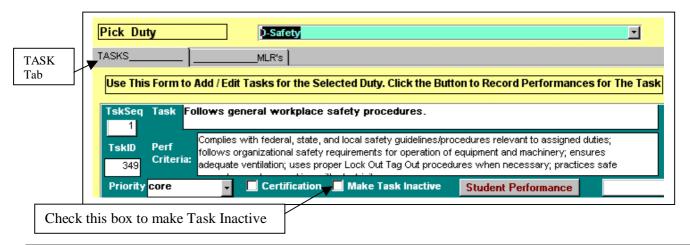## **Customizing Statewide Standards**

1. **To make Duty Areas Inactive, Add New Duties, or Edit Duty Name – Click Button A**

♦ A list of Duty Areas will be on the screen (see illustration below) You may have to use the scroll bar to see all duties →Click the Inactive Box beside the duty (s) you want to make inactive. **This will remove the Duty and all related tasks from all Forms and Reports.**

♦ **Inactive Duties can be made active again by clicking the Inactive Box to remove check mark.**

♦ To add new Duty, go to 1st blank record at end of list, put letter in Sequence column, name in Duty column

♦ To change text of Duty names. Highlight text you want to change→delete→type new text.

2. **To make Task Inactive, Add New Task, or Edit Task Text – Click Button B**

♦ Click to select Duty →Click on the Task Tab

♦ To make Task inactive→Click inactive box and close out of form. When you reopen it will be gone.

♦ To make Task active again →see directions for View/Edit Inactive Tasks (Button F).

♦ You can also change if it is a core task (or not) by clicking the **priority** pull-down menu.

♦ To add new Task →Go to 1st empty record at bottom of list. →Fill in **TskSeq** with the next sequential number for tasks in that duty area. (if there are 6 tasks, fill in 7) **TskID** is an autofill field so you don't have to do anything. →Click **priority** pull-down menu and select core – introductory – advanced. Check **Certification** box if appropriate →Type task text and Performance Criteria text in the appropriate fields [boxes]

♦ To edit Task or Performance Criteria:→Highlight **text** you want to change→delete→type new text.

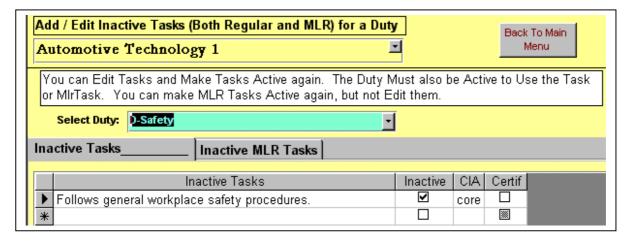♦ **We recommend that you check the inactive box rather than delete tasks from the standard**

Reactivate Tasks and MLR - Button F

♦ Select Duty Area → Select Inactive Tasks or Inactive MLR Tab
♦ Click the Inactive box of the task you want to make active → check mark will disappear → close screen, task or MLR will reappear at Button B screen

Screen at Button F